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MEMORANDUM FOR: Chief, Plans and Policy Staff

29 May 1957

SUBJECT : Intelligence School Weekly Report #22  
23 May through 29 May 1957

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I. SIGNIFICANT ITEMS - None.

II. OTHER ACTIVITIES

A. OTR Orientation Officer

(1) On 28 May the Departmental Briefing was conducted for 44 people from the intelligence organizations of Army, Navy, Air Force, and Department of State, as well as NSA and USIA. The ID/S gave the official Word of Welcome to the audience. A request had been received by [redacted] from [redacted]

[redacted] of the IG's Office for General John Cassidy, Staff Director of the President's Board of Consultants, to attend the Departmental Briefing. At the last moment, General Cassidy could not attend, and sent his Deputy, Mr. Harold Lawrence, in his stead. General Cassidy knew of the Briefing because it was favorably mentioned in the Department of State's bi-annual report to the Board of Consultants.

[redacted]

(3) On 23 May [redacted] talked on "The Intelligence Community and the NSC Today" for the Strategic Intelligence School.

(4) O/DD/I has asked for the briefing of [redacted] on 3 June. The time specified conflicted with another special briefing to be given that morning, and so [redacted] will give the briefing.

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B. Intelligence Orientation

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(1) Intelligence Orientation #10 began on Monday, 27 May, with [ ] students attending. The DDTR got the course off to a fine start with the opening remarks. [ ] is attending all lectures and seminars during this presentation of the course. [ ] is acting as course supervisor, and [ ] is taking his first seminars on the "American Thesis."

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(2) On 26 May [ ] attended a showing of the new training film "Personal Meetings." This film will be used in the special program for Security Officers, as well as two other films, "Agent Acquisition" and "Communications: [ ]"

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(3) The special Security Officer course will be given in the air conditioned comfort of Room 2025 rather than as previously scheduled in the superheated confines of Room 2241. Cancellation of an Intelligence Techniques course and the decision to present only one section of the Writing Workshop have made this possible.

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(4) [ ] special student from the Medical Staff to receive special briefing in IO, performed very creditably. He missed only two of forty questions on an abbreviated IO examination.

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C. Management Training

(1) Basic Supervision #32, GS 9-11, is scheduled to begin on 3 June.

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(2) [ ] met with [ ] Acting Chief of the Night Shift at RI, on Monday evening, 27 May. Besides discussing the set up and some of the problems, she made a tour of the area and met some of the night supervisors who will be taking the course in July.

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(3) Basic Management #35 ended on 24 May. Of the [ ] students GS 12-15 who began the course, [ ] completed it.

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D. Intelligence Training

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(1) Of the [ ] students enrolled in Intelligence Research (Maps), [ ] completed the course on Friday, 24 May. One ORR student, whose incomplete map test indicated a lack of aptitude for map reading, dropped out at the end of the second week.

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(2) On Tuesday, 28 May, [ ] and [ ] reviewed an Air Force film on Effective Writing for possible use in the writing courses. They found the film too elementary for use in present Intelligence School instruction.

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E. Administrative Training

(1) [ ] audited [ ] Allotment Control Procedures presentation in Operations Support, in order to coordinate his material on the subject of Functions of the Audit Staff, scheduled for presentation on Wednesday, 29 May.

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(2) As a result of a student's suggestion, a survey was conducted by the Office of Logistics and Graphics Section, OTR, and a recessed blackboard with four sliding display panels has been installed in [ ]. This will reduce the number of portable chart holders previously required, and make a better and more attractive classroom set up.

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(3) The new Training film "Personal Meetings" will be used as a summation of the day devoted to Clandestine Communications.

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(4) [ ] returned on 27 May to Administrative Training from her TDY in SE/DD/P.

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F. Clerical Training

(1) With full support and encouragement from [ ] [ ] planned and conducted a special Secretaries' Workshop at [ ] on 20 and 21 May. It was attended by a total of [ ] persons from [ ] [ ] attended the first meeting; [ ] people from [ ] attended the first half of the second meeting and [ ] stayed for the second half. The first half of each 3-hour program covered current organization of OTR, with [ ] girls from Headquarters presenting the responsibilities of their respective Schools or Staffs. The second half of the program dealt with correspondence procedures. [ ] wrote a manual for each Site which spelled out procedures applicable to their work. The girls seemed responsive and enthusiastic about receiving such information, and appeared pleased by the standard correspondence procedures set up in the manual.

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(2) During the week of 20 May there were [ ] people in Clerical Induction and [ ] people in Clerical Orientation.

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(3) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 20 May were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(4) Clerical Refresher #69 began on Monday, 27 May, with [ ] students enrolled. There are [ ] from DD/P, [ ] from DD/S, [ ] from DD/I, and [ ] from O/DCI.

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**G. Reading Improvement**

Nothing to report.

**H. Instructor Training**

All [ ] students enrolled in Instructional Techniques #26 completed the course on Friday, 24 May.

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**I. Visual Aids Staff**

The weekly report of VAS is attached.

**III. PERSONNEL NOTES**

A. [ ] returned from sick leave 27 May.

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B. [ ] is taking the Intelligence Orientation course which began 27 May.

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[ ]  
Chief, Intelligence School

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